



**Australian Government**  
**Department of Agriculture  
and Water Resources**

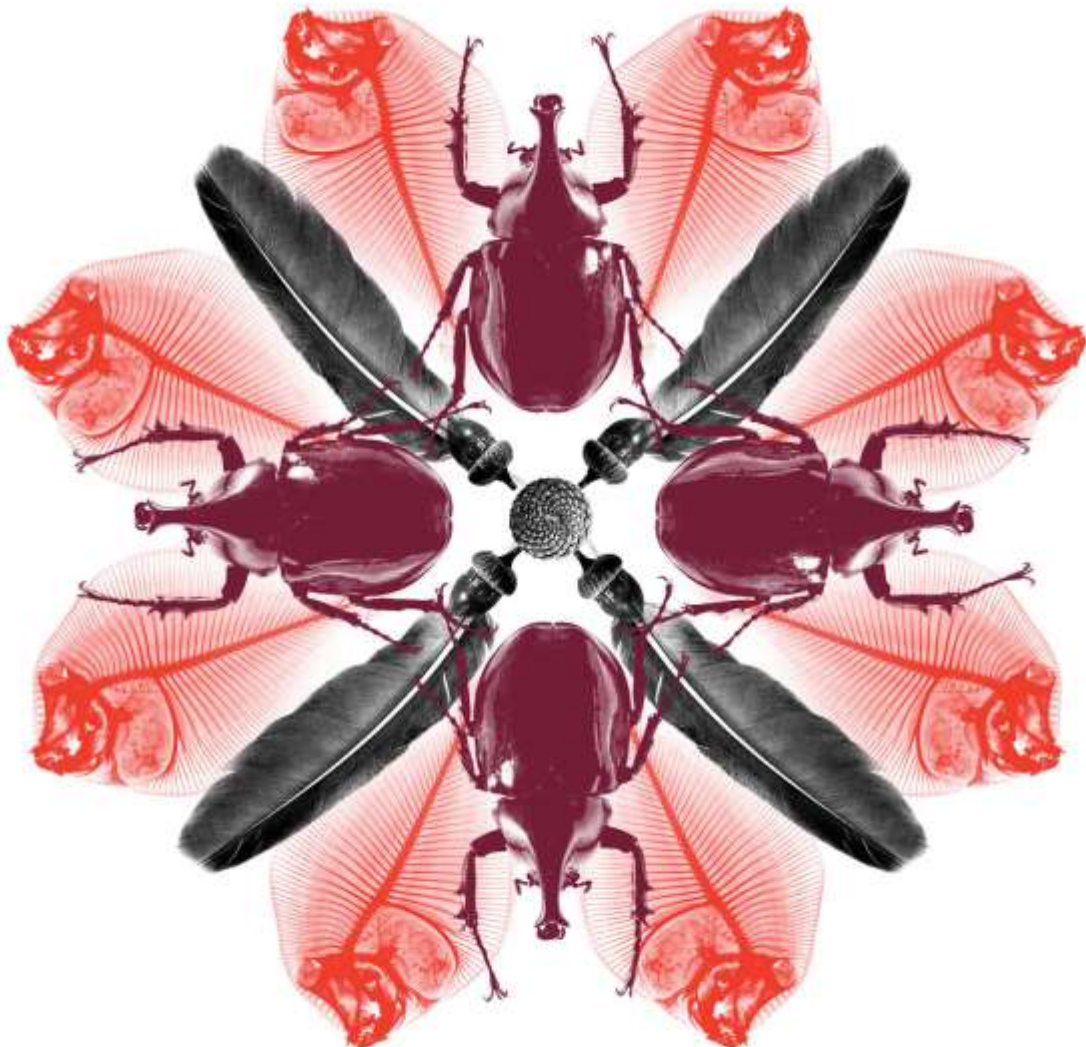
## **Approved arrangement**

**1.3 – sea and air freight depot (restricted)**

## **requirements**

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Version 5.0



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## Version control

Updates to this document will occur automatically on the department's website and the revision table below will list the amendments as they are approved.

Date	Version	Amendments	Approved by
9 May 2011	1.0	Revised document.	Co-regulation and Support Program
30 Jun 2013	1.1	Updated to reflect DAFF branding.	Industry Arrangements Reform Program
22 Feb 2016	2.0	Updated template Amended fumigation criterion.	Approved Arrangements section
2 May 2016	2.1	Changes to the following criterion: Wash bay Waste water recycling Separation/security	Approved Arrangements section
16 Jun 2016	3.0	Updated references to the department and the Biosecurity Act 2015.	Approved Arrangements section
9 January 2017	4.0	Added requirement to attach a site map to new applications and submit one for new construction projects. Changes to the following criteria: <ul style="list-style-type: none"> <li>• Biosecurity/inspection areas</li> <li>• Fumigation</li> <li>• Waste water recycling (optional)</li> <li>• Hypochlorite treatment of waste water (optional)</li> <li>• Removed: <ul style="list-style-type: none"> <li>- duplication with general requirements</li> </ul> </li> </ul>	Approved Arrangements section
June 2018	5.0	Updated to web accessible template. Updated: <ul style="list-style-type: none"> <li>• 2.1 – site requirements</li> <li>• 5.1 – security</li> <li>• 7.2 – biosecurity area</li> <li>• Amalgamated inspection and storage area requirements into biosecurity area (table 7)</li> <li>• 9.1 and 9.2 – container inspection</li> <li>• 10.6 – dunnage and waste disposal</li> <li>• 14.13, 14.23 and 14.24 (general requirements)</li> </ul> Added: <ul style="list-style-type: none"> <li>• Prerequisite requirement to be approved under class 4.3 (table 3)</li> <li>• Prerequisite requirement for conducting rural container inspections (table 3)</li> <li>• 6.2 insect traps for surveillance (hygiene)</li> <li>• 13.2 site map (operations)</li> <li>• 14.27 (general requirements)</li> </ul> Removed: <ul style="list-style-type: none"> <li>• Wash bay requirements</li> </ul>	Approved Arrangements section

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## **Guide to using this document**

This document sets out the requirements that must be met before the relevant Director will consider approval for the provision of biosecurity activities under section 406 of the *Biosecurity Act 2015*, otherwise known as an approved arrangement.

This document specifies the requirements to be met for the approval, operation and audit of this class of approved arrangement. Compliance with the requirements will be assessed by audit.

In the event of any inconsistency between these requirements and any Import Permit condition, the Import Permit condition applies. If the applicant chooses to use automatic language translation services in connection with this document, it is done so at the applicant's risk.

Unless specified otherwise, any references to 'the department' or 'departmental' means the Department of Agriculture and Water Resources. Any references to contacting the department mean contacting your closest regional office.

Further information on approved arrangements, department contact details and copies of relevant approved arrangement documentation is available on the department's website: [agriculture.gov.au](http://agriculture.gov.au).

## **Definitions**

Definitions that are not contained within the Approved Arrangements Glossary can be found in the *Biosecurity Act 2015* or the most recent edition of the Macquarie Dictionary.

## **Other documents**

The *Approved Arrangements General Policies* should be read in conjunction with these requirements. They will assist in understanding and complying with the obligations and requirements for the establishment and operation of an approved arrangement.

## **Nonconformity guide**

The nonconformity classification against each criterion is provided as a guide only. If more than one nonconformity is listed against a requirement, the actual nonconformity applied will correspond to the gravity of the issue. The nonconformity recorded against any requirements remains at the discretion of the biosecurity officer.

Nonconformity classifications are detailed in the *Approved Arrangements General Policies*.

## Approved arrangement requirements

### Table 1 Purpose

Requirements	Nonconformity guide
<p>1.1 Approved arrangement sites utilised for the deconsolidation of sea and air cargo. These sites are approved to enable the following activities to occur:</p> <ul style="list-style-type: none"> <li>• storage, inspection and/or treatment of cargo from countries with correct certification and correct or incorrect packing documentation</li> <li>• inspection and/or treatment of personal and household effects</li> <li>• inspection and/or treatment of military cargo and vehicles</li> <li>• commodity verification tailgates</li> <li>• cleaning and re-inspection of break bulk machinery (after initial inspection at an approved arrangement class 1.1 site or wharf) when appropriate and approved sites are available</li> <li>• containerised machinery inspections and the fumigation and cleaning of these goods when appropriate and approved sites are available</li> <li>• holding and/or treatment of dunnage and non ISPM 15 compliant packing.</li> </ul>	N/A
<p>1.2 Under this class approved arrangement sites are only approved for specific operations, and are not approved for any other biosecurity operations unless the site has separate approval under another approved arrangement class.</p>	N/A
<p>1.3 Approved arrangement class 1.3 approved arrangement sites are not approved for non-containerised machinery inspections, fresh fruit and vegetable inspections, cut flower inspections, external container inspections, the receipt, holding, inspection of live animals, or the storage, inspection or treatment of incorrectly certified agricultural products from khapra beetle countries.</p>	N/A
<p>1.4 Class 1.3 approved arrangement sites may be approved to conduct external container inspections if they meet the requirements of table 3.</p>	N/A

### Table 2 Site location

Requirements	Nonconformity guide
<p>2.1 Must be located within the metropolitan area a first point of entry for goods (from vessels) where a permanently based biosecurity officer is stationed.</p> <p><b>Note:</b> For the Australian Capital Territory, only approved arrangement sites located in postcodes 2609 or 2620 are able to be approved under this class.</p>	N/A

### Table 3 Prerequisite

Requirements	Nonconformity guide
<p>3.1 The biosecurity industry participant must hold approval for approved arrangement class 4.3 – cleaning in order to clean goods subject to biosecurity control in the onsite wash bay.</p>	Critical
<p>3.2 The biosecurity industry participant must hold approval for approved arrangement class 4.6 – fumigation in order to fumigate goods subject to biosecurity control at the onsite fumigation sites.</p>	Critical
<p>3.3 To be approved to conduct external container inspections (including rural tailgate inspections) the biosecurity industry participant must hold approval for class 4.3 – cleaning (minimum wash pad size 16 meters x 5 meters).</p> <p>Also the approved arrangement site must:</p> <ul style="list-style-type: none"> <li>• comply with the requirements in table 9 – container inspections</li> <li>• be located in the metropolitan area of a first point of entry for goods (from vessels).</li> </ul>	Critical

**Table 4 Isolation**

Requirements	Nonconformity guide
4.1 Goods subject to biosecurity control must be kept in the biosecurity area.	Major or critical
4.2 Goods subject to biosecurity control must be stored in such a manner to ensure that a minimum of one pallet width or an impervious physical barrier is maintained between goods subject to biosecurity control and other goods.	Major
4.3 Goods subject to biosecurity control must be immediately moved to a biosecurity area at the time of receipt or at unpack from the container in which the goods arrived.	Major or critical

**Table 5 Security**

Requirements	Nonconformity guide
5.1 If the approved arrangement site holds a current 77G Depot licence issued by the Department of Home Affairs, the site will be deemed to have complied with requirements of security in relation to size and location. Alternatively, the biosecurity area must be of a size commensurate with the proposed quantity of goods being handled and must be located within a secure lockable building that is located in an area surrounded by a lockable person-proof security fence.	Major or critical
5.2 Security measures must prevent access and removal of goods subject to biosecurity control by unauthorised persons.	Major
5.3 Biosecurity areas must display a sign to effectively convey that status.	Minor or major
5.4 Biosecurity signs must: <ul style="list-style-type: none"> <li>• be securely affixed</li> <li>• be durable</li> <li>• be prominently displayed and able to be clearly read by persons approaching the area at all times</li> <li>• have black lettering on yellow background</li> <li>• contain the words 'Biosecurity Area - No unauthorised entry or removal of goods, Penalties Apply' or words to similar effect.</li> </ul> <b>Note:</b> Where new signs are being produced, they should use biosecurity not quarantine.	Minor

**Table 6 Hygiene**

Requirements	Nonconformity guide
6.1 An effective pest and weed control system must be in place to ensure that approved arrangement sites are managed in a way that effectively isolates goods subject to biosecurity control from environments in which pest and disease are likely to become established. As a minimum this will require the AA site to implement, and keep associated records of a periodic inspection regime and ensure knockdown spray (i.e. standard household aerosol insecticide spray) is kept onsite. In addition to details of the inspection regime and the onsite location of the knockdown spray, the pest and weed control system may include: <ul style="list-style-type: none"> <li>• the use of insecticides, fumigation, rodenticides, herbicides/weed control, periodic inspection, baits and/or traps</li> <li>• a site plan with numbered bait stations</li> <li>• if applicable, contract details.</li> </ul> <b>Note:</b> The operations of adjacent sites must be considered when determining any additional pest control measures to be implemented.	Major
6.2 The department must have access to the approved arrangement site to install insect traps for surveillance purposes. Insect traps installed by the department must not be interfered with or damaged.	Critical

**Table 7 Biosecurity area**

Requirements	Nonconformity guide
7.1 The biosecurity areas must be clearly defined on the site plan.	Major
7.2 Biosecurity areas include areas used for the treatment and storage of goods subject to biosecurity control.	Major
7.3 The biosecurity area must allow for biosecurity officers to easily perform their duties without work health and safety risks.	Major
7.2 Biosecurity areas must be managed to allow biosecurity officers to conduct adequate inspections of goods in a timely and effective manner. This can occur by having: <ul style="list-style-type: none"> <li>illumination within a building <ul style="list-style-type: none"> <li>storage areas - minimum 400 lux</li> <li>inspection areas – minimum 600 lux</li> </ul> </li> <li>goods accessible for inspection - goods stored no more than 2.5 m high unless racks are used).</li> </ul> <p><b>Note:</b> Accessible means goods must be able to be inspected as directed by a biosecurity officer. Generally, block stacking will not be regarded as being accessible.</p>	Major
7.4 Buildings and structures must be maintained in a state of good repair and be weatherproof. Wall and floor junctions must be sealed.	Major
7.5 Buildings and designated biosecurity areas must be kept clean. Cargo and packaging residues, contaminants and spillages must be cleaned up and correctly disposed of as biosecurity waste without delay.	Major
7.6 Goods subject to biosecurity control to be treated in a wash bay must be either: <ul style="list-style-type: none"> <li>tarped</li> <li>stored under cover</li> <li>stored in a container, or</li> <li>on an impervious surface that drains directly to sewer</li> </ul> until such time as it can be moved to the wash bay for cleaning.	Major
7.7 A non-absorbent white top inspection table must be provided for inspection. It must: <ul style="list-style-type: none"> <li>be a minimum of 1 m wide x 2 m long and 0.9 m to 1 m high</li> <li>have a power point in close proximity</li> <li>have an artificial light of not less than 600 lux intensity within 1 m of the table</li> <li>be located within a biosecurity area.</li> </ul> <p><b>Note:</b> Where the table top is not white, clean white disposable paper may be used to cover the table during an inspection. The paper must be replaced when inspections are complete or whenever requested by a biosecurity officer. The paper must be disposed of as biosecurity waste by a department approved method.</p>	Major
7.8 Biosecurity areas must have floor surfaces finished with materials that are smooth, impervious, durable and easy to clean.	Major
7.9 Biosecurity area floors must be maintained and free from defects.	Major

**Table 8 Off site treatment**

Requirements	Nonconformity guide
8.1 Goods being moved off site for treatment (including fumigation, cleaning, heat and gamma) must be: <ul style="list-style-type: none"> <li>secured in order to prevent the potential escape and/or spread of biosecurity risk material</li> <li>transported directly to a department approved site, in line with the applicable departmental direction.</li> </ul>	Major or critical



**Table 9 Container inspections**

Requirements	Nonconformity guide
Where there are external container inspections (including rural tailgate inspections) conducted at the approved arrangement site the following applies.	N/A
<p>9.1 When conducting internal container inspections, either of the following must be used:</p> <ul style="list-style-type: none"> <li>equipment to place the container on the ground on an impervious surface</li> <li>a raised container inspection platform if the internal of the container is to be accessed while on a container inspection stand or on the back of a truck.</li> </ul> <p><b>Note:</b> Stairs, ladders and platforms construction must comply with AS 1657 2013: Fixed platforms, walkways, stairways and ladders - Design, construction and installation.</p>	Major or critical
9.2 Fully laden containers must be capable of being inspected on the underside by using a sea container inspection stand. The stand must be suitable for the types of containers being inspected and be certified according to the standards in the department's Standards for Sea Freight Container Inspection Stands available on the departments website.	Major or critical

**Table 10A Waste disposal**

Requirements	Nonconformity guide
<p>10.1 Biosecurity waste, both liquid and solid, must be effectively contained and decontaminated or disposed of by a department approved method. Approved disposal methods include:</p> <ul style="list-style-type: none"> <li>solid waste <ul style="list-style-type: none"> <li>incineration</li> <li>burial</li> <li>autoclaving</li> </ul> </li> <li>liquid waste <ul style="list-style-type: none"> <li>sewer</li> </ul> </li> </ul> <p>or as prescribed in the import permit or other departmental direction.</p> <p><b>Note:</b> Solid waste disposal can only be undertaken by at an approved arrangement site with approval under class 8 – waste disposal.</p>	Major
10.2 Overseas dunnage, including pallets, must be stored in a clearly defined biosecurity area or a biosecurity dunnage container or storage device for a maximum period of 14 days. Within the specified storage period, dunnage must be treated by a department approved method.	Major
10.3 Loose items of biosecurity concern that do not form part of the documented consignment (for example, soil, seeds, hessian bags, fruit cartons, plant and animal contamination) as well as any spilled goods that are of biosecurity concern must be placed in the biosecurity waste bin.	Major
<p>10.4 Accredited persons must examine the timber packaging/dunnage for the presence of:</p> <ul style="list-style-type: none"> <li>live insects and insect damage (including holes with frass)</li> <li>bark.</li> </ul>	Major or critical
<p>10.5 If live insects and/or insect damage (including holes with frass) are detected on the timber packaging/dunnage ensure that:</p> <ul style="list-style-type: none"> <li>the container doors are closed immediately to prevent the escape of any pests</li> <li>for flat racks or unit load devices, a knockdown spray is applied to insects and the goods are moved to the biosecurity inspection area and are kept contained and separated from other imported, domestic or previously cleared goods</li> <li>in both cases, the department is contacted immediately and arrangements are made for an inspection.</li> </ul>	Major or critical
10.6 The live insects or frass are recorded on a Biosecurity Risk Material Record and a copy retained.	Minor

**Table 10B Waste disposal**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>10.7 If bark is detected on the timber packaging/dunnage and is:</p> <ul style="list-style-type: none"> <li>• within the bark tolerance that the department accepts for timber packaging and dunnage – no further action is required.</li> <li>• outside the bark tolerance that the department accepts for timber packaging and dunnage, an accredited person must either: <ul style="list-style-type: none"> <li>– remove and dispose of the bark by a department approved method, and</li> <li>– update the Biosecurity Risk Material Record</li> </ul> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>– contact the department to make arrangements for an inspection.</li> </ul> <p><b>Note:</b> Information about the acceptable bark tolerance for timber packaging and dunnage is available on the department's website.</p>	Minor, major or critical
10.8 ISPM 15 compliant timber packaging/dunnage does not require further inspection or treatment if it is stored separately from other imported timber packaging/dunnage.	Minor
<p>10.9 Biosecurity waste must be effectively contained and disposed of in a manner approved by the department.</p> <p><b>Note:</b> Solid biosecurity waste must be placed in the biosecurity waste bin/storage device which must have a secured lid.</p>	Major
10.10 Biosecurity waste must be transported by a department approved waste transporter.	Critical
<p>10.11 The biosecurity waste container must be:</p> <ul style="list-style-type: none"> <li>• leak and pest proof</li> <li>• labelled 'Biosecurity Waste'.</li> </ul> <p><b>Note:</b> The separate storage device/area must be department approved and be within the approved arrangement site to prevent loss, spillage or unauthorised access.</p>	Major

**Table 11 Operating requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
<p>11.1 Accredited persons must examine the inside of containers for the presence of:</p> <ul style="list-style-type: none"> <li>• live or dead animals</li> <li>• live insects</li> <li>• plant, animal and soil contamination.</li> </ul>	Major
<p>11.2 If any live animals, dead animals or live insects are detected in the container ensure that:</p> <ul style="list-style-type: none"> <li>• the container doors are closed immediately to prevent the escape of any pests</li> <li>• for flat racks or ULDs, a knockdown spray is applied to insects and the goods are moved to the biosecurity inspection area and are kept contained and separated from other goods subject to biosecurity control, domestic goods or goods that have been released from biosecurity control</li> <li>• in both cases, regional offices are contacted immediately and arrangements are made for an inspection.</li> </ul>	Critical
11.3 The live/dead animals, or live insects are recorded on a biosecurity Risk Material Record and a copy is retained.	Minor
<p>11.4 If plant, animal faeces or soil contaminants are detected in the container, the biosecurity industry participant must ensure that:</p> <ul style="list-style-type: none"> <li>• the contaminants are removed and disposed of as biosecurity waste by, or under the supervision of, an accredited person</li> <li>• the contaminants are recorded on a Biosecurity Risk Material Record</li> <li>• a copy of the Biosecurity Risk Material Record is retained.</li> </ul>	Minor or major
11.5 If the contaminants cannot be removed at the approved arrangement site, the container doors must be closed and the department contacted.	Major

**Table 12 Office and record requirements**

<b>Requirements</b>	<b>Nonconformity guide</b>
12.1 Records must be made available to the department within two business days upon request.	Major
12.2 The biosecurity industry participant must: <ul style="list-style-type: none"> <li>• provide a first aid cabinet/kit which is fully stocked and meets the minimum commercial Australian Standard (AS2675-1983: Portable first aid kits for use by consumers)</li> <li>• provide vehicle parking for visiting biosecurity officers (note: this may require department identified parking or providing a parking permit)</li> <li>• ensure adequate security for any departmental technical equipment left on the site</li> <li>• provide access and the availability of: <ul style="list-style-type: none"> <li>- a desk, chair and a telephone with direct outside call access</li> <li>- toilet facilities</li> <li>- handwashing facilities and a hygienic means of drying hands</li> <li>- clean amenities.</li> </ul> </li> </ul>	Minor or major
12.3 Where an approved arrangement site has a permanent departmental officer onsite, the biosecurity industry participant must provide: <ul style="list-style-type: none"> <li>• one lockable filing cabinet per officer</li> <li>• approximately 9 m2 of space for one officer and a further 4 m2 for each additional officer or departmental detector dog based at the site.</li> </ul> Where detector dogs are based at an approved arrangement site, the additional 4 m2 provided for the department's detector dogs, must be visually segregated from work areas and thoroughfares.	Minor

**Table 13 Administration**

<b>Requirements</b>	<b>Nonconformity guide</b>
13.1 The department must be notified in writing, at least 15 working days prior to any modification to biosecurity areas where goods subject to biosecurity control are stored or treated/processed or otherwise dealt with.	Major
13.2 Current site plans must be provided to the department. Site plans must be to scale and include biosecurity areas (storage, inspection, treatment/processing) and the location of parking for biosecurity officers.	Minor or major

**Table 14A General**

<b>Requirements</b>	<b>Nonconformity guide</b>
14.1 Goods subject to biosecurity control must be maintained and processed at an approved arrangement site appropriate for the biosecurity risk associated with the items.	Major or critical
14.2 Goods subject to biosecurity control must be maintained and processed in accordance with the requirements of the relevant approved arrangement class.	Minor, major or critical
14.3 Goods subject to biosecurity control must be maintained and processed in accordance with import conditions specified in the department's Biosecurity Import Conditions Database (BICON).	Minor, major or critical
14.4 Goods subject to biosecurity control must be maintained and processed in accordance with an import permit.	Major or critical
14.5 Goods subject to biosecurity control must be maintained and processed in accordance with any other direction from the department.	Minor, major or critical
14.6 Goods subject to biosecurity control must be maintained and processed in accordance with the <i>Biosecurity Act 2015</i> and subordinate legislation.	Major or critical
14.7 Goods subject to biosecurity control must be kept physically separated from other goods (including during transport), to ensure negligible risk of cross contamination to: <ul style="list-style-type: none"> <li>• imported items that have been released from biosecurity control</li> <li>• domestic items</li> <li>• the Australian environment.</li> </ul> <p>Note: Isolation can be achieved through the use of distance or physical barriers. The amount of distance or type of physical barrier required will depend on the nature of the goods subject to biosecurity control.</p>	Major or critical
14.8 The standard of hygiene at the approved arrangement site must be appropriate for the nature of the goods subject to biosecurity control.	Major or critical
14.9 Any equipment that has been used or brought in contact with imported items subject to biosecurity control, or which could have been potentially contaminated by the imported items, must not leave the biosecurity area until it has been processed (cleaned, disinfested, decontaminated) or disposed of in accordance with relevant approved arrangement requirements, import conditions and departmental directions.	Major or critical
14.10 Goods subject to biosecurity control are not permitted to be moved outside an approved arrangement site except for the purpose of: <ul style="list-style-type: none"> <li>• moving directly and securely to another approved arrangement site, of the appropriate approved arrangement class, with prior written approval from the department</li> <li>• moving directly and securely to an approved arrangement site of the same class (or of the same class but a higher biosecurity containment level sub-class) that is co-located with the original approved arrangement site</li> <li>• transport of biosecurity waste by a department-approved waste transport company (operating under an approved arrangement for biosecurity waste transport).</li> </ul>	Critical
14.11 Goods subject to biosecurity control are not permitted to leave the biosecurity area of an approved arrangement site, inadvertently or deliberately, without prior written direction or approval from the department.	Critical
14.12 The biosecurity industry participant must ensure that persons having physical access to goods subject to biosecurity control are aware that such items must only be handled by an accredited person or under the direct supervision of an accredited person.	Major
14.13 An accredited person must personally conduct or directly supervise activities involving physical contact with, or handling of items, subject to biosecurity control. Directly supervise means that the accredited person must be present in the area where the items subject to biosecurity control are being handled and must be able to: <ul style="list-style-type: none"> <li>• visually verify that the items are being handled in accordance with the department's requirements</li> <li>• communicate immediately and effectively with the persons being supervised.</li> </ul>	Major

**Table 14B General (continued)**

<b>Requirements</b>	<b>Nonconformity guide</b>
14.14 Accredited persons must have successfully completed accreditation training for the relevant approved arrangement class as specified on the departments website.	Major
14.15 Records must be maintained of accredited persons.	Minor
14.16 Goods subject to biosecurity control must be clearly and visibly identified as being under biosecurity control to persons who can physically access the goods or the containers holding the goods. The measures taken must ensure that persons having physical access to goods subject to biosecurity control can differentiate between goods subject to biosecurity control and goods that are not subject to biosecurity control.	Major
14.17 Ensure records are kept for a minimum of 18 months for goods subject to biosecurity control at the approved arrangement site.	Minor or major
<p>14.18 Ensure goods subject to biosecurity control are traceable in terms of (where applicable):</p> <ul style="list-style-type: none"> <li>• declaration/entry number</li> <li>• import permit number</li> <li>• Air Waybill or Bill of Lading number</li> <li>• date of receipt</li> <li>• processing (including inspection, treatment, testing) details</li> <li>• release from biosecurity control</li> <li>• disposal details</li> <li>• storage location</li> <li>• accredited person responsible for the items.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Minor</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> </ul>
<p>14.19 A contingency plan must be in place to manage unexpected events that threaten to compromise biosecurity integrity of the approved arrangement site. Unexpected events include:</p> <ul style="list-style-type: none"> <li>• appearance of pests or symptoms of disease</li> <li>• structural damage (due to storms etc.)</li> <li>• unauthorised removal of goods subject to biosecurity control</li> <li>• spillages of goods subject to biosecurity control</li> <li>• sudden unavailability of an accredited person.</li> </ul>	<ul style="list-style-type: none"> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> <li>• Major</li> </ul>
<p>14.20 Ceasing or transferring operations - the department must be informed, in writing, at least 15 working days prior to intended:</p> <ul style="list-style-type: none"> <li>• closure of a current approved arrangement site</li> <li>• relocation of the business, including the approved arrangement class function</li> <li>• ceasing of operation as an approved arrangement site.</li> </ul> <p>Any goods subject to biosecurity control that remain at the approved arrangement site must be treated or destroyed in accordance with a department approved method or transferred to another approved arrangement site with prior approval from the department. The biosecurity industry participant will be liable for associated costs.</p>	<p>Major</p> <p>Critical</p>

**Table 14C General (continued)**

Requirements	Nonconformity guide
<p>14.21 If there is any doubt as to whether goods:</p> <ul style="list-style-type: none"> <li>• are subject to biosecurity control</li> <li>• remain subject to biosecurity control</li> <li>• become subject to biosecurity control</li> </ul> <p>then the goods must be handled in accordance with requirements for goods subject to biosecurity control.</p>	Major
<p>14.22 The biosecurity industry participant must notify the department in writing as soon as practicable within 15 working days of becoming aware of any change of status, not previously been notified to the department, of the biosecurity industry participant or their associates relevant to the operation of the approved arrangement in relation to any of the following matters:</p> <ul style="list-style-type: none"> <li>• conviction of an offence or order to pay a pecuniary penalty under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i></li> <li>• debt to the Commonwealth that is more than 28 days overdue under the <i>Biosecurity Act 2015, Quarantine Act 1908, Customs Act 1901, the Criminal Code or the Crimes Act 1914</i></li> <li>• refusal, involuntary suspension, involuntary revocation/cancellation or involuntary variation of an Import Permit, quarantine approved premises, compliance agreement or approved arrangement under the <i>Quarantine Act 1908</i> or the <i>Biosecurity Act 2015</i>.</li> </ul>	Critical
<p>14.23 Departmental officers and department approved auditors, must be provided access to the approved arrangement site to perform the functions and exercise the powers conferred on them by the Biosecurity Act or another law of the Commonwealth.</p>	Critical
<p>14.24 Departmental officers or department approved auditors, must be provided with facilities and assistance as requested, and any required documents, records or things relevant to the audit.</p>	Major or critical
<p>14.25 The department must be notified of any reportable biosecurity incident as soon as practicable, in accordance with the determination made by the Director of Biosecurity.</p>	Critical
<p>14.26 Department approved auditors must be permitted to collect evidence of compliance and noncompliance with approved arrangement requirements through actions including the copying of documents and taking of photographs.</p>	Major or critical
<p>14.27 The biosecurity industry participant must notify the department in writing as soon as practicable within 15 days of any change in:</p> <ul style="list-style-type: none"> <li>• persons in positions responsible for controlling, directing, enforcing or monitoring people performing activities associated with the approved arrangement</li> <li>• biosecurity industry participant details, including: <ul style="list-style-type: none"> <li>– entity name</li> <li>– Australian business number or Australian company number</li> <li>– postal address</li> <li>– email address</li> <li>– telephone number.</li> </ul> </li> </ul>	Major or critical